



Scott Walker, Governor
Laura Gutierrez, Secretary

October 20, 2017

Email: dps@wi.gov
Phone: 608-261-2112
Fax: 608-267-9723

William Vanda, Town Chairman
Town of Clayton
164 70th Avenue
Clayton, WI 54004

Re: Town of Clayton Commercial Building Delegation Request (Revised)

Dear Mr. Vanda,

I am pleased to inform you that your municipality has been delegated commercial building code enforcement authority per your request. Per s. SPS 361.60(5)(c), I delegate your municipality the primary responsibility to do building plan review and inspections of small building projects (new buildings and their additions totaling not more than 50,000 cubic feet and alterations affecting not more than 100,000 cubic feet) to be constructed within the limits of your municipality. This delegation does include fire sprinkler or fire alarm inspection delegation, which you requested. Building plans for such delegated reviews may be submitted by the owner to your municipality or our agency. I also authorize your municipality per s. 101.12(3)(g), Wis. Stats., to do inspections of all size buildings in lieu of our department.

An exception to this inspection authority delegation is that our agency retains jurisdiction for plan review and inspection for all state-owned buildings, as well as projects for which the owner chooses to submit plans to our agency.

We will periodically monitor municipalities and request activity reports to ensure that our delegated responsibilities are being properly fulfilled by the municipality. We do require that delegated municipal code officials hold the Wisconsin Commercial Building Inspector certification and attend agency-approved continuing education to maintain their certification. Municipalities are always free to relinquish their delegated authority at any time, given proper notice.

I understand that James Price will be the primary code officials responsible for enforcement and has the proper certification to do so.

Please contact Peggy Thran at (608)266-1352 or Peggy.Thran@wisconsin.gov with changes in your contact information.

Our building inspection deputy for your area, Joe Merchak, will be contacting your code official in the near future to discuss transitional and coordination issues.

The Division of Industry Services looks forward to working with you.

Sincerely,

Chris Joch, Administrator
Division of Industry Services

cc: Amy Millard, Director, Technical Services
Robin Zentner, Section Chief, Commercial Building Inspection